



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
CAMPGROUNDS & POOLS UNIT
WATER BUREAU



OBTAINING A CONSTRUCTION PERMIT FOR A PUBLIC SWIMMING POOL

1. Obtain a copy of the Construction Permit Application by Internet, mail, phone, or fax
 - a. By Internet:
Go to www.michigan.gov/deqwb
 - i. Scroll down under the Drinking Water and Environmental Health heading and click on Campgrounds & Pools. Then click on Pools
 - ii. Under the Permits heading, click on Public Swimming Pool Construction Permit Application. This is a pdf file and requires the free Adobe Reader to open and print.
 - iii. If you need a copy of the Public Swimming Pool Rules, under the Law & Rules heading, click on Public Swimming Pool Rules.
 - b. By Mail:
Michigan Department of Environmental Quality
Campgrounds & Pools Unit 2N
PO Box 30273
Lansing, MI 489090-7773
 - c. By Phone or Fax:
 - i. Contact Teresa Fry at 517-241-1353
 - ii. Fax a request to the Campgrounds & Pools Unit at 517-241-1328
2. Submit the Construction Permit Application and fee:
 - a. A construction permit (CP) is required for every new public swimming pool or modification of an existing public swimming pool regardless of size or project cost.
 - b. Fill in all the necessary information on the CP application form and sign where necessary.
 - c. A separate CP application and fee is needed for each pool in the project. For example, if there are three different pools, then send three different construction permit applications.
 - d. Please submit the appropriate fee for each pool as indicated on the CP application based on the surface area of the pool. These fees are valid only through November 2010.
 - i. \$596 for all pools, spas, etc. 500 sq ft in surface area or less. (Note: For spray pads, the fee is based on the surface area of the recirculation tank, not the pad area.)
 - ii. \$759 for pools from 501 to 1500 sq ft.
 - iii. \$867 for pools from 1501 to 2400 sq ft.
 - iv. \$1409 for pools from 2401 to 4000 sq ft.
 - v. \$1951 for pools greater than 4000 sq ft.
 - vi. \$298 for a modification of an existing pool. See item 8 below.
 - e. Please make all checks or money orders payable to STATE OF MICHIGAN. You may include the fees for more than one pool on a single check. However, please do not add any fees for other programs or agencies on this check.
 - f. We do not accept credit or debit cards at this time. Please do not send cash.
 - g. Please submit the CP application, fee, and plans to the address shown on the CP application. (Note: The courier and mailing addresses are a little different from each other and are different from the mailing address listed above.)
3. Submit plans at the same time and address as the CP application:
 - a. Submit **THREE** complete sets of plans and specifications to the DEQ address along with the CP application and fee. We generally discard extra sets of plans.
 - b. At the same time, submit one complete set of plans and specifications to the local health department jurisdiction where the pool is located. This is in addition to the three sets we receive. DEQ will not forward plans to the local health department.
 - c. Plans must be sealed by an engineer or architect registered in Michigan for all projects where the total cost is \$15,000 or more. Plans for projects costing less than \$15,000 are not required to be sealed.
 - d. Complete plans include:

- i. A site plan or plot plan of the entire project that shows the project location and adjacent streets.
- ii. A civil site plan that verifies the project utilities, i.e. municipal water supply, municipal sanitary sewer, etc.
- iii. A legible pool enclosure and deck plan. The small deck plan that is sometimes shown on the site plan is not generally acceptable.
- iv. Complete civil, architectural, foundation, mechanical, plumbing, and electrical drawings for the pool building, pool enclosure, poolside bathhouse, pool mechanical equipment room and other rooms related to the pool.
- v. Note about drawing sizes and scale:
 1. We highly prefer 24" x 36" plan sizes
 2. We highly prefer spas in $\frac{1}{2}$ " = 1' scale
 3. We highly prefer pools in $\frac{1}{4}$ " = 1' scale with $\frac{1}{8}$ " = 1' for larger pools.
- vi. A list for each pool indicating the:
 1. Perimeter
 2. Area
 3. Volume
 4. Design flow rate
 5. Filter area
- vii. A list for each pool of the manufacturer's make, model numbers, and capacity or size for the:
 1. Filtration pump (horsepower, flow rate, and head)
 2. Filter (filter type, filtration area)
 3. Chemical feeders for disinfectant or pH control (chemical type, application rate)
 4. Main drains (size and open area)
 5. Flow meter (size, range of readings, installation pipe clearances)
 6. Therapy or feature pumps (horsepower, flow rate, and head)
 7. Supplemental chemical feeders (chemical process type, application rate)
 8. Heater
- viii. Complete pool plans, sections, and details:
 1. One or more plan views showing the location and all depths and dimensions of:
 - a. The pool and all related pool areas
 - b. Depth markers
 - c. Stairways and ladders
 - d. Seats
 - e. Skimmers, pipe locations, and sizes
 - f. Main drains, pipe locations, and sizes
 - g. Return inlets, pipe locations, and sizes
 2. One or more section views showing the location and all depths and dimensions of:
 - a. The pool showing all slope changes and water depths as measured from the water line
 - b. Accurate stairway and seat sections
 3. Accurate details of the:
 - a. Pool floor and wall design (coping design, beam detail, rod detail, inlet depth, cove, etc)
 - b. Skimmer
 - c. Main drain
 - d. Return inlets
 - e. Divider wall details (if any)
- ix. Complete bathhouse plans:
 1. Shower, lavatory, and toilet fixtures for men, women, and unisex
 2. Finish materials
 3. Coving
 4. Deck drainage

5. Routing to the pool deck
- x. Complete pool mechanical equipment room plans:
 1. Room dimensions
 2. General equipment layout
 3. Deck drainage
 4. Sump size and location
 5. Sump outlet size and slope to sanitary sewer
 6. Ventilation
- xi. Pool equipment isometric or schematic:
 1. Skimmer or perimeter overflow system pipe size and valves
 2. Balance tank or surge tank piping and sizes
 3. Main drain pipe size and valve
 4. Pipe size into filtration pump
 5. Pump strainer
 6. Pump discharge pipe size
 7. Main flow rate control valve
 8. Filter control valve
 9. Filter inlet and outlet pipe sizes
 10. Filter pressure gauges and air relief
 11. Flow meter size, location, and straight pipe clearances
 12. Thermometers
 13. Heater inlet and outlet pipe sizes
 14. Heater bypass valve
 15. Return piping size
 16. Chemical feeder piping and pipe sizes
 17. Water supply piping and pipe sizes
 18. Wastewater piping and pipe sizes
 19. Flow directional arrows
- e. Specifications (if applicable) include:
 - i. Specification title sheet
 - ii. Table of contents
 - iii. Hardware schedule (usually Section 8710)
 - iv. Pool specifications (usually Section 13150)
 - v. Other specification sections directly related to the pool
 - vi. (We generally throw away all but the above sections)
- f. Note about incomplete plans:
 - i. Many CP applications are denied on the first submittal because of incomplete plans. To avoid getting a CP denial letter, please ALWAYS submit three sets of the site plan, the civil plan, the pool deck plan, and the pool bathhouse plans along with the pool plans.
- g. Note about very large submittals (over 100 pages of drawings) :
 - i. It is not unusual for large projects to have upwards to 500 pages of drawings and 1000 or more pages of specifications.
 - ii. For these submittals, we will accept ONE complete set of plans and specifications for our original review.
 - iii. We will pick through the plans and specifications and send a list of the drawings we need to complete the process. We will need TWO sets of these drawings in addition to the one already submitted.
 - iv. If the drawings for a project such as a school are divided into architectural units or areas, we will accept a partial set of drawings that include every page for the unit where the pool is located. Please also include door schedules, floor and wall finish material scheduled, details and wall sections for the pool unit as well. We would rather discard a few pages than ask for them later.
- h. Note about plans submitted electronically:
 - i. We are not as yet set up to receive new projects or approve plans electronically. We may be able to accept some portions, but we cannot open many CAD formats and have

very limited capabilities or budget to print larger drawings. We eventually must have the three hard copies anyway.

- ii. We can accept some revised drawings in pdf format. We can reprint them in up to 11" x 17".

4. Review process:

- a. We review all plans generally in date order. Plans that are delivered by hand have the same priority as plans delivered by mail, by UPS, or by other methods.
- b. If plans are hand delivered, we can make some preliminary review comments, but this will not replace our comprehensive review in date order.
- c. We do not review plans that have not submitted the required application and/or fee. Drawings submitted without an application and fee are not assigned a receipt date.
- d. It is our goal to review new plans within 5 weeks. Many are done sooner, but rarely in less than 3 weeks. However, new projects submitted from mid-March through May and in mid-September often take longer.
- e. It is our goal to review revised plans within 3 weeks. Many are done sooner, even within 1 week. Revised plans will be reviewed before new plans of the same date.
- f. Only about one third of new projects obtain a CP on the first submittal. Most CPs are denied because of incomplete submittals. The remainder of CP denials asks for additional information or corrections.
- g. When we deny a CP, we nearly always send a review letter of explanation. However, we sometimes will fax a list of problems or even e-mail a list of problems if there are only a few problems. We may also fax or e-mail a draft copy of our review letter to expedite your response.

5. Construction permits:

- a. We issue the CP when all items from the pool rules are satisfied. This could happen immediately upon finishing our first review, but most often happens immediately after the first revision.
- b. Concerning CPs with conditions, we generally will issue a CP usually with three conditions at most.
- c. All CPs are issued to the pool OWNER. We do not issue CPs to engineers, architects, or pool builders. Anyone one of these may apply for the CP, but we will issue the CP only to the owner.
- d. We will stamp our three sets of approved plans and:
 - i. Retain one set for our records
 - ii. Send one set to the owner along with the original CP
 - iii. Send one set to the local health department along with a CP copy
- e. We will send copies of the CP to:
 - i. The pool engineers, architects, or designers
 - ii. The pool builder
 - iii. The local building department
 - iv. The electrical division
- f. We can fax or e-mail draft CPs or copies of the original CP to the pool builder or other party to help expedite obtaining necessary local construction permits.
- g. Pool construction may begin as soon as we assign the CP number and date and applicable local construction permits are obtained.

6. Construction Phase

- a. DEQ does not perform any inspections during construction
- b. Local mechanical and plumbing agencies may require various inspections during construction
- c. The local electrical inspector will very likely require inspections during construction

7. Initial Pool Inspections and Licensing

- a. The OWNER will receive an application for the initial pool license along with the approved plans and original CP.
- b. The OWNER must send the license application and fee to DEQ prior to scheduling the initial licensing inspection. We should receive that application and fee 30 days prior to the initial licensing inspection. We or a designated local health department generally will not schedule the initial licensing inspection until the fee is received at DEQ.

- c. A local health department inspection fee may be required in addition to the DEQ fee.
 - d. DEQ or a designated local health department will make the initial licensing inspection when the pool is finished and ready to have swimmers.
 - e. Generally the pool contractor sets up the initial licensing inspection date 2 to 4 weeks in advance.
 - f. We prefer to have the pool contractor, the pool designer, an owner's representative, and the local health department present at the inspection.
 - g. If the initial licensing inspection report approves the pool for operation, then the pool may be opened for use immediately.
 - h. Conditional approvals or denials require a follow up inspection most often by the local health department at a mutually agreeable time. If this follow up inspection approves the pool, then the pool may be opened for use immediately.
 - i. A license will be issued and mailed to the owner when copies of the approved inspection reports are received at DEQ. This is usually within two weeks.
8. Modification Construction Permits
- a. Please follow items 1, 2, and 3 above for submitting the CP application, fee, and plans.
 - b. For modifications, we need to have THREE sets of plans only for what is being changed or modified. We do not need site plans, building floor plans, etc.
 - c. We will review modification plans and issue these CPs as indicated in items 4 and 5 above.
 - d. We will follow the same procedures as indicated in items 6 and 7 for construction and initial licensing.

NOTE: The information in this document is intended to supplement the public swimming pool portions of the Public Health Code, 1978 PA 368, as amended, and the Public Swimming Pool Rules. These comments do not replace or supersede any portion of the Act and Rules. To download a copy of the Public Swimming Pool Act and Rules, please go to www.michigan.gov/deqwb and click on Campgrounds & Pools.